

~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 26 February 1957

FROM : Acting Chief, Administrative Training

SUBJECT: Weekly Report No. 9, 19 - 26 February 1957

1. [] has entered the hospital for an operation and is expected to be away from the office for approximately three weeks. [] is Acting Chief Instructor during her absence.

25X1

25X1

2. [] spoke at Intelligence Orientation.

25X1

3. [] visited the training installation at [] to coordinate with the staff instruction in the field of Communications and Agent Acquisition. Considerable time was spent with [] Various lesson plans and training aids were reviewed and selected for our retention and use. [] agreed to pouch the plans and aids to Headquarters.

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25X1

4. [] participated in the first session of the OTR secretaries workshop. [] attended this workshop.

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